

1 July 1953

MEMORANDUM FOR: CHIEF, CLASSIFICATION AND WAGE DIVISION


VIA : PDC

SUBJECT : Reclassification of Slot

1. It is requested that your office take the necessary action to reclassify slot #BE 138 from GS-7 to GS-9.

2. The Branch that this slot is assigned to has been given a guide for writing position descriptions and will prepare a rough draft of a job description which may be gone over by your office at any time.

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Chief
Division of Near East
and Africa

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